

Columbia College Course Delivery Schedule Update

<p>NOTE: Must; Shall; Will: Should: May or Could; Can:</p>	<p>Clarification of Terms These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i>. This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory. These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.</p>
---	---

POLICY

Course delivery schedules must be prepared/updated prior to each intake period to ensure smooth programming of resources.

PROCEDURES

The following steps will be completed twice per year (around November and May) to update the course delivery schedules for Sessions 1 and 2 and to consider faculty assignments.

DATE INITIATED	DATE COMPLETED	ACTIVITY	COMPLETED BY
		Review and update course delivery schedule and tentatively assign individuals to facilitate each course.	
		Submit tentative course delivery schedule including faculty assignment to the Registrar for approval.	
		Inform approved facilitators about their prospective assignments and ask them to confirm their availability within a reasonable period of time.	
		Finalize the faculty assignment portion of the course delivery schedule and provide a copy to the Registrar.	
		Confirm with each facilitator his/her approved assignment at least five weeks prior to the semester start.	